

REQUEST FOR PERSONNEL ACTION (RPA)

(1) DIVISION		(6) EMPLOYEE ACTION	
Division/Office:		Name:	
Section:		Effective Date:	
Supervisor:		Salary: \$	Range:
Phone:		HAM: <input type="checkbox"/>	Bilingual Pay: <input type="checkbox"/>
(2) POSITION IDENTIFICATION		(7) APPOINTMENTS	
Classification:		<input type="checkbox"/> List Appt <input type="checkbox"/> Reinstatement	<input type="checkbox"/> Lateral
Location: <input type="checkbox"/> Sacramento <input type="checkbox"/> El Monte		From Dept/Div:	
Other:		Current Classification	
Current/Last Incumbent:		<input type="checkbox"/> T&D Assignment (attach agreement)	# of Months: Exp Date:
(3) POSITION ACTION REQUESTED		Current Classification	
<input type="checkbox"/> Fill Vacancy	Medical <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> Extend LT Appt.	New Exp Date:
<input type="checkbox"/> Reclass Position	From: To:	<input type="checkbox"/> Exempt	<input type="checkbox"/> Student Assistant
<input type="checkbox"/> Transfer from Unit:	To Unit:	<input type="checkbox"/> Retired Annuitant	<input type="checkbox"/> Volunteer
<input type="checkbox"/> Timebase From:	To:		
<input type="checkbox"/> Change in Duties		(8) SEPARATION	
		<input type="checkbox"/> Transferred to:	
		<input type="checkbox"/> Retirement	<input type="checkbox"/> Resignation
(4) FUNDING SOURCE		<input type="checkbox"/> Leave of Absence (attach request)	Expires:
<input type="checkbox"/> Budgeted Position	<input type="checkbox"/> Temp Help		
(5) RECRUITMENT		(9) TENURE/TIMEBASE	
<input type="checkbox"/> Job Op Sent to Personnel		<input type="checkbox"/> Permanent	
<input type="checkbox"/> Certification Requested	Flag(s):	<input type="checkbox"/> Temporary for Months:	Expires:
<input type="checkbox"/> Contact Letters		<input type="checkbox"/> Limited Term	Expires:
<input type="checkbox"/> LEAP List		<input type="checkbox"/> Fulltime <input type="checkbox"/> Parttime	Fraction: /
		<input type="checkbox"/> Intermittent, approx hrs per month:	
APPROVAL SIGNATURES		PERSONNEL OFFICE USE ONLY	
<div style="display: flex; justify-content: space-between;"> <div>Supervisor _____</div> <div>Date _____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>Division Chief _____</div> <div>Date _____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>Personnel Analyst _____</div> <div>Date _____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>Personnel Specialist _____</div> <div>Date _____</div> </div> <div style="text-align: center; margin-top: 20px;">SEE LAST PAGE FOR INSTRUCTIONS</div>		Yes No	
		COI <input type="checkbox"/> <input type="checkbox"/>	
		I-9 <input type="checkbox"/> <input type="checkbox"/>	
		HQ <input type="checkbox"/> <input type="checkbox"/>	
		SROA <input type="checkbox"/> <input type="checkbox"/>	
		Cert # _____	
		Exp Date _____	
		Cleared _____	
		607 <input type="checkbox"/> <input type="checkbox"/>	
		Number _____	
Position Number: _____			
New Position Number: _____			
FY: _____			
RPA #: _____			

RPA INSTRUCTIONS

A HEALTH QUESTIONNAIRE (STD 610) AND FORM I-9 IS NOT TO BE COMPLETED UNTIL AFTER A COMMITMENT TO HIRE IS MADE, BUT BEFORE THE FIRST DAY OF ACTUAL WORK TO AVOID AN ILLEGAL APPOINTMENT.

Vacant Position Actions

Filling vacant positions and recruiting (e.g., no one selected at time RPA is submitted) – Complete sections 1, 2, 3, 4, and 5.

Recruit RPA previously submitted – Complete sections 6, 7 and 8 on pending copy of the original RPA.

Filling position with specific person when no RPA was previously submitted – Complete sections 1, 2, 3, 4, 5, 6, 7, and 9.

Promotional Actions

Promoting employees in their position (promo-in-place) – Complete sections 1, 2, 3, 4, 6, 7, and 9.

Departing Actions

Employees leaving the Board (i.e., transfer, retirement, separation) – Complete sections 1, 2, 6, 7, and 8.

Special Personnel Actions

Actions such as bilingual pay, hire-above-minimum, time base change, etc., contact your assigned Personnel Analyst prior to completing and submitting the RPA.

Submit Original to Personnel & Retain Copy
